



LAMAR UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

LAMAR UNIVERSITY - BEAUMONT

REQUEST FOR QUOTES
Brand Specific-Office Supplies
620-80 734-16-0001

**2016 “DOING BUSINESS TEXAS STYLE”
SPOT BID FAIR
MAY 9-10, 2016**

Purchasing Contact:
Name: Tabitha Evans
Phone: 409-880-8387
Email: trlewis@lamar.edu

FAXED OR MAILED BIDS WILL NOT BE CONSIDERED

AGENCY DELIVERY ADDRESS	AGENCY INVOICING ADDRESS
Lamar University Shipping and Receiving 1050 E Lavaca Beaumont, TX 77710	Lamar University c/o Accounts Payable 4400 MLK Pkwy Beaumont, TX 77710

SOLICITATION #: 0001

SECTION ONE: BIDDER INFORMATION

Vendor Tax ID #:	
Vendor Name:	
Vendor Address:	
Vendor Contact:	
Vendor Phone:	
Vendor Fax:	
Vendor Email:	

SECTION TWO: ITEMS NEEDED BY Lamar University

Below is the list of items the agency is requesting bids on:

Item No.	Description (Including Make, Model, Part Nos., Etc.)	Quantity	Unit	Unit Price	Extended Price
1	MMMDS100 - Post-it Dispenser for 3inx3in Note/Flags, Clear/Black	1	PK		
2	MMM680BBBGA4VA - Flags, 1/2in -1in Arrow Flags, 12 Extra Tabs, 208/PK, Assorted	1	PK		
3	MMMR330AU - Post-it Notes Refills, 3in x 3in, 100SH/PD, 6/PK, AST Ultra	1	PK		
4	MEA06710 - Spiral Notebk, 3 Subject, College Ruled, 120 Sht, 8-1/2 in x11in, AST	1	EA		
5	SAN37001 - Permanent Marker, Ultra-Fine, 12 Pack/DZ, Black Ink	1	DZ		
6	SAN37002 - Permanent Marker, Ultra-Fine, 12 Pack/DZ, Red Ink	1	DZ		
7	SAN37003 - Permanent Marker, Ultra-Fine, 12 Pack/DZ, Blue Ink	1	DZ		
8	TOP75103 - Writing Tablets, Jr. Lgl Ruled, 5inx8in, 50 Sht/PD, 3/PK Manufacturer -	1	PK		
9	OIC97833 - Business Card Holder, 3-7/8inx1-7/8inx2-3/8in, Smoke	1	EA		
10	QUA90020 - Business Envelopes, Regular, No 10, 4-1/8inx9-1/2in, 500/bx	1	BX		
11	CRD26300CB - Clearvue Binder, D-Ring, 1in. Capacity, 11inx8-1/2in, White	2	EA		
12	MMMF33012SSAU - Super Sticky Notes, 3inx3in, 12/PK, Bright Assorted	1	PK		
13	SAN1912769 - Clearview Highlighter, Smear Guard, 4/PK, AST – SAN1912769	1	ST		
14	PAP42030 - Correction Fluid Combo, Foam Tip/Pen Tip, 22ml, White –	1	EA		
15	TOP80220 - Steno Book, 6inx9in, 80Pgs, AST Covers, 4/PK, White – TOP80220	1	PK		

ADDITIONAL FEES					
Item No.	Description	Quantity	Unit	Unit Price	Extended Price

Additional Notes from LU for Interested Bidders to be Aware of Regarding these Commodities or Services: Delivery/Shipping Charges are to be included in “Additional Fees”.

Further Detail:

SECTION THREE: IMPORTANT NOTES FOR BIDDERS

IMPORTANT NOTES AND INFORMATION:

1. Bids will only be accepted in person at the Spot Bid Fair. Bids that are faxed or mailed will **not** be accepted.
2. Any additional costs that are associated with the items listed above (e.g. freight or handling fees) shall be detailed in the section “Additional Fees”.
3. Lamar University’s Special Terms and Conditions for the Purchase of Goods or Services are available at the link provided on the following page, and are part of this bid document.
4. Note: Only tentative awards may be made at the Spot Bid Fair. Bids will be taken back to the agency after the Spot Bid Fair to be reviewed to ensure they comply with agency’s need. If after review and acceptance, an official award is made, a Purchase Order will be issued to the successful bidder.
5. **A tentative award does not guarantee that LU will make an official award.**
6. Below is the contact information for the Purchaser who will be receiving and issuing tentative awards:

Lamar University
Tabitha Evans, CTP, CTPM
Phone: 409-880-8387
Email: trlewis@lamar.edu

Requests for Quotes Shall Be Delivered To
The Spot Bid Fair At The Lamar University Table
Attention:

Tabitha Evans, CTP, CTPM

SHOW BID OPENING DATE AND REQUISITION NUMBER IN LOWER LEFT HAND CORNER OF THE REQUEST FOR QUOTE, AND SHOW RETURN ADDRESS OF FIRM. BIDDER AGREES TO COMPLY WITH ALL CONDITIONS AT http://www.lamar.edu/files/documents/faculty_staff/financial-matters/Purchasing/General%20Terms%20and%20Conditions%2002.09.15.pdf .

Bid Opening Time: 2:30 P.M. CDT Date: May 10, 2016

FAILURE TO SIGN MANUALLY WILL DISQUALIFY BID:

Signature of Authorized Signer for Bidder

Vendor's Identification Number
(Federal ID number)

Printed Name and Title of Authorized Signer for Bidder

NAME OF FIRM: STREET ADDRESS: CITY - STATE - ZIP:

Bidders Phone & Fax Number:
